

APPROVED

November 16, 2004

Michigan State Administrative Board

Lansing, Michigan

November 2, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, November 2, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Ron Farnum, Daphne Johnson, Department of Attorney General; Sergio Paneque, Executive Division; James Smiertka, Emil Winnicker, Department of Labor and Economic Growth; Sherry Bond, James Burris, Tom Kane, Debbie Roberts, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Pam Lavender, Department of Transportation; Joe Fielek, Department of Treasury; Jim Bliss, Dickinson Wright

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the regular meetings of October 5, 2004 and October 19, 2004. The motion was supported by Ms. MacDowell and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF ATTORNEY GENERAL, Children and Youth Services
Division, 9/17/2004

DEPARTMENT OF COMMUNITY HEALTH, Chronic Disease & Injury
Control, 8/16/2004

DEPARTMENT OF INFORMATION TECHNOLOGY,
Department Director's Office, 7/28/2004
Infrastructure Services, Desktop Services, 7/28/2004

DEPARTMENT OF STATE POLICE, Emergency Management Division,
8/30/2004

FAMILY INDEPENDENCE AGENCY, Community Support Services,
9/20/2004

Mr. Hank moved to approve the Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of October 26, 2004 and the special meeting of November 2, 2004. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held October 26, 2004 and the special meeting held November 2, 2004, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Ms. MacDowell presented the Building Committee Reports for the regular meeting of October 27, 2004 and the special meeting of November 2, 2004. After review of the forgoing Building Committee Reports, Ms. MacDowell moved that the Building Committee Reports covering the regular meeting held October 27, 2004 and the special meeting of November 2, 2004, be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of October 27, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held October 27, 2004 be approved and adopted. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Mr. Isom and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON